



United States Bankruptcy Court
Eastern and Western Districts of Arkansas

ELECTRONIC CASE FILING (ECF):
Your Gateway To The 21st Century



CREDITOR ON DISKETTE

Effective December 17, 2001, all creditor lists must be provided to the court in electronic format as described below. Creditor lists in electronic format may be submitted on 3.5-inch “floppy” disk, CD Rom, or by direct submission to the court over the Internet through the ECF System. The floppy or CD should be labeled with the name of the attorney, the debtor, and the date. The file shall be in the ASCII file format with an appropriate text extension (.txt). The creditor list, also called a matrix, should meet the following criteria:

- The name and address of each creditor must be four (4) lines or fewer.
- Each line may contain no more than 40 characters including spaces.
- Names and addresses should be left-justified (no leading spaces).
- If attention lines are used, they should appear on the second line of the address.
- City, state, and ZIP code must be on the last line.
- All states must be two-letter abbreviations.
- If a nine-digit ZIP code is used, a hyphen must separate the first five digits from the last four digits.
- Each creditor must be separated by at least one blank line.
- DO NOT include page numbers, line numbers, headers, footers, etc. in the document.
- DO NOT include the following individuals, they will be retrieved automatically by the court's computer system: Debtor, Joint Debtor, Attorney for the Debtor(s) or the U.S. Trustee.

Most bankruptcy preparation software packages have the ability to save the creditor list on diskette in the proper format. Please check with your software company to ensure you have this option. Any pro se debtor or attorney who does not have access to a computer may file a waiver and submit a paper list or may use equipment located in the clerk's office. The waiver form is available in the clerk's office on the court's website.

NEW CASE NUMBERING SCHEME

Because of the increased number of case filings and the implementation of CM/ECF, we must change our case numbering system and format. For more information, please see details on our CM/ECF page on our website.

ORIGINAL DOCUMENTS

The court will no longer need the original copies of the petitions, pleadings, or other documents after December 17, 2001. When filing a document, please submit only the required amount of copies along with an extra copy to be returned as your file marked copy. The attorney who files such a pleading or other document shall retain the originally executed document for audit purposes for a period of no less than three years after the case had been closed.

WEBSITE: www.arb.uscourts.gov

EMAIL: AskECF@arb.uscourts.gov

HELP DESK: 501-918-5590